

## Specific contractual regulation

### 1 Venue

LOEWE Saal 2<sup>nd</sup> floor  
Wiebestrasse 42, 10553 Berlin

### 2 Organising company

Beste Sammelfreunde UG (haftungsbeschränkt)  
Stechlinstrasse 5, 10318 Berlin, Germany  
Tel.: +49-(0)30-50 99 382  
Fax: +49-80)30-50 96 88 71

### 3 Participation

(1) By submitting the application form, the participant bindingly declares his/her intention to participate at the design.Boerse\_Berlin November 16<sup>th</sup>-18<sup>th</sup>, 2018

(2) The application does not guarantee the participation in the event. Design.Boerse\_Berlin reserves the right not to admit applicants or products to the event. Application deadline is November 1st 2018. Following this date applications are only considered as there is enough exhibition space.

### 4 Schedules for assembly, disassembly and deliveries

Exhibitors entrance and stand arrangement :  
Friday 12:00  
Exhibition hours : Friday 5.30-8 pm during assembly  
Saturday 12- 8pm / Sunday 10-6pm  
Disassembly : Monday 7am-12pm  
These schedules have to be respected in any case. It is strictly forbidden to disassemble the exhibition stands before the end of the exhibition. Design.Boerse\_Berlin is entitled to compensate claims if this will be not respected.

### 5 Building regulations, safety regulation

(1) During assembly and disassembly and during the entire duration of the event, all legal accident prevention regulations and other safety regulations have to be respected.

(2) The organiser's technical guidelines as well as information featured in the organiser's newsletters regarding the preparation and implementation of the exhibition have to be respected.

(3)The exhibitor is responsible for safety regulations regarding stand safety and fire control. All tasks requiring the use of open flames, welding, cutting, soldering and melting need to be submitted to the organiser and can only be executed with permission.

(4) During the exhibition's opening times, the stand has to be permanently occupied by personnel. The participant is personally responsible for the supervision of the stand during opening hours and during the assembly/disassembly. Therefore, each exhibitor is responsible for the security of his objects, especially in the case of theft.

(5) Only trade fair systems in B1 quality are allowed and have to be attested in written form on request .

### 6 Important information regarding assembly

(1) The exhibition space will be delivered in well-swept condition without any constructions, especially tables or fences which have been ordered.

2) Electricity or transport equipment, ladders, lights etc. have to be brought with one.

(3) Ceiling suspensions are not possible or only conditionally possible. Ceiling suspensions need to be arranged separately with the organiser. Depending on the position of the booth, the ceiling height can vary.

(4) The floor of the exhibition venue can be neither painted nor drilled. Adhesive tape has to be removed with all of its residue. Drilling into the concrete-wall is not allowed.

### 7 Important information regarding transport

(1) Transport is carried out via 2 cargo elevators with canopy in yard 1+2

(2) Access to the yards directly via Wiebestrasse 42

(3) The cargo elevators lead directly into the event hall on the 2nd floor.

(4) Size of elevator 1 in yard 1: w 2,00 x d 2,70 x h 3,20m and elevator 2 in yard 2: b 2,70 x d 3,90 x h 2,50m.

(5) It is essential that suitable trolleys are brought along, as there are none available on site.

(6) Loading and unloading shall be carried out swiftly.

(7) All vehicles shall leave the loading area immediately after loading and unloading.

(8) Vehicles shall not be parked permanently in the yards.

(9) Parking is free of charge in the adjacent streets. On request, you can rent a parking space on a nearby area rented by us.

### 8 Liability

If events have to be changed / canceled in case of force majeure ( adverse weather conditions, official order ,terrorism etc. ) the organizer is not liable for inconvenience, expenses, costs, loss or damage incurred by the exhibitor. If at all the stand fees will be refunded, only partly in consideration of the expenses already incurred by the organizer.

design.Boerse\_Berlin Valid from 12-2017  
subject to modifications & amendments